



INTENTION TO WITHDRAW YOUR CHILD FROM SCHOOL



I wish to withdraw my child (pupil name)
 class from school on (dates) from to
 for the following reason:

.....

Signed (Parent): Date:

For School Use Only:

- a) This absence will be recorded as ***Authorised / *Not Authorised**
- b) Work ***will / *will not** be provided for the duration of the pupil's withdrawal.

(*Delete as appropriate)

Signed (Headteacher): Date:



ACKNOWLEDGEMENT OF INTENTION TO WITHDRAW YOUR CHILD FROM SCHOOL



I acknowledge receipt of your notice to withdraw your child -

Child's name: Class:

on the following dates: (from) (to)

Head Teacher's Signature: Date:

This absence will be categorised as *authorised/unauthorised absence from school.
 [*Delete as appropriate.]

'Head Teachers' decisions on authorising pupil withdrawals from school are informed by guidelines from the Scottish Executive Education Department, eg Circular No 5/03, 'Family Holidays During Term Time':

The majority of family holidays taken during term time should be categorised as unauthorised absence.

Exceptions to this include where a family holiday is deemed to be in the best interests of the family, ie after serious trauma or bereavement.

Otherwise, holidays during term-time will not be authorised if the reason is, eg the availability of cheap holidays, the availability of desired accommodation, poor weather experienced during school holidays, holidays which overlap the beginning or end of term, parental difficulty obtaining leave, etc.

All pupil withdrawals from school that have not previously been notified to the Headteacher will be categorised as unauthorised absence.